

Small Business Person of the Year Nomination Checklist

- I. ____ A single cover page with:
 1. ____ the nominee's full name, title, business and home addresses, business and home telephone/fax numbers, and e-mail address
 2. ____ the award for which the nomination is being made
 3. ____ the nominator's name, title, place of business, business address and telephone number, and e-mail address
 4. ____ type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, 8a program, etc.)
 5. ____ a one-paragraph description of the nominee's business
- II. ____ A completed SBA Form 3300 Award Nomination Form. For "team" nominations for Small Business Person of the Year, a form is required for each team member.
- III. ____ Photographs:
 1. ____ an original 8" x 10" or 5" x 7" photo of the nominee or a digital photo that is at least 300 dpi
 2. ____ four to five additional photos of the nominee's company and employees at work
- IV. ____ A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages
- V. ____ A brief biography of the nominee, not to exceed one page
- VI. ____ A business profile, not to exceed one page
- VII. ____ The nominee's financial statements for the last three years — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper
- VIII. ____ Any other supporting documentation (not to exceed 10 pages) deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination
- IX. ____ A completed SBA Form 2137 Award Nomination Consent Form
- X. ____ A completed SBA Form 1926 Success Story Form only if the nominee has received SBA assistance

Before you turn in the nomination, did you remember to address:

- Business growth?
- Innovativeness of product/service?
- Response to adversity?
- Community contributions/volunteer service?